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! 7 FEB 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Federal Paid-Parking Program

1. In 1979, the Agency initiated a Paid-Parking Program in compliance with the provisions of OMB Circular A-118 and subsequent GSA implementing instructions. Because the GSA rate assessment for parking spaces at Headquarters was below \$10.00 per space, the Headquarters compound was exempt from this program for the first year. However, on 1 July of each year, GSA furnishes Federal agencies with a new listing of monthly parking charges for the next fiscal year. Based upon a dramatic increase in Standard Level User Charges (SLUC) for FY-1981 (from 22 cents to 46 cents per square foot, outside parking and from 38 cents to 63 cents per square foot, inside parking), it seems a virtual certainty that the Headquarters compound will come under the auspices of the Federal Paid-Parking Program on 1 October 1980. Paid parking has already proven to be a sensitive and emotional issue for many of our employees. Expansion of the program to include the Headquarters compound will, no doubt, rekindle emotions and stimulate questions, both old and new, from many different forums. Provided below are a summary of the questions most often asked, the current management position regarding these questions, and the rationale supporting that position.

a. What is the purpose of the Paid-Parking Program?

The intent of the Federal Paid-Parking Program is to conserve energy and to reduce air pollution and traffic congestion by encouraging Federal employees to join carpools and increase their use of public transportation. The program has never been intended as a revenue device.

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b. Who determines rates for parking and decides which facilities will be affected?

Most agency facilities are GSA-controlled, and GSA is responsible for determining rates for these installations. Each year, on 1 July, GSA provides Federal agencies with a printout listing the monthly parking charge for the next year for those facilities where the rate exceeds \$10.00 per month. For the period from 1 November 1979 through 30 September 1981, the charges to be collected shall be 50 percent of the full rate but not less than \$10.00 per month. The full rate will be collected beginning 1 October 1981. Facilities where the full assessment is less than \$10.00 per month are exempt from the Paid-Parking Program. Also exempt are shared facilities where a Government agency occupies a portion of a privately-owned facility and specific parking areas are not assigned to individual employers. GSA currently recognizes the  complex as a shared facility.

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c. Because rate assessments vary according to physical location, many Agency employees are charged high monthly parking fees while others, by virtue of their assignment, pay no fees at all. Why can't all employees be charged a standard fee and share equally in meeting the paid-parking assessments of this Agency?

The situation where employees are charged parking fees by virtue of their work location is not unique to the initiation of the Federal Paid-Parking Program. Agency personnel assigned to the Rosslyn area and other commercial locations have paid parking fees for many years. GSA is quite clear in their guidance that Federal agencies are not permitted to subsidize parking fees by averaging costs amongst their employees. To do so would negatively impact on the very intent of the Paid-Parking Program; i.e., to encourage carpools and maximize use of public transportation.

d. If paid parking is initiated on the Headquarters compound, will a standard fee be established or will a higher fee be established for those spaces closer to the building than for those in the West parking lot?

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The only differentiation in rates established by GSA will be that between inside and outside parking. Rates will undoubtedly be higher for inside or garage parking. Minimum rates for parking are established by GSA, and we do not have the luxury of charging a lower-than-minimum price for spaces in the West parking lot and making up the cost difference by assessing higher rates for spaces closer to the building. To do so would again put us in the position of subsidizing parking for some employees. Consequently, the only way to stagger rates would be to charge the minimum rate for the West parking lot and less desirable spaces and charge a higher-than-required rate for spaces closer to the building. In effect, the additional fees collected would represent a voluntary contribution to the U. S. Treasury arising from an Agency-inflicted charge upon those employees utilizing the closer spaces. There is little rationale for penalizing our employees in this manner for the sake of a staggered rate, and we intend therefore to assess the minimum rate for all outside parking areas. Incidentally, the Pentagon wrestled with this same problem of staggered rates on a much larger scale and concluded, as we have, that one rate (the minimum) should be charged for all outside parking areas.

It should be noted that parking permits are currently allocated to individual offices and components located within the Headquarters building based upon population figures. It is then the responsibility of those offices and components to determine the system they wish to utilize in reallocation of these permits to individuals. It is not anticipated that paid parking will alter this procedure. Consequently, if these offices and components feel that paid parking makes it desirable to change their present allocation system, they are fully entitled to do so.

e. On those days when an established carpool does not operate, where do the individuals park and are they charged for parking?

Under current procedures, personnel normally participating in a carpool or using public transportation may obtain a daily permit for a visitor's parking area on the occasional day when they must drive their own

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vehicle. This same procedure is being used to accommodate personnel who are serving on a short-term TDY basis. These permits are available through the component support office. Use of the visitor parking area will be closely monitored to ensure that this privilege is not abused.

2. The Paid-Parking Program as it currently exists within the Agency is being handled on a manual basis, with each affected facility handling the collection of fees in a manner best suited to meet the peculiarities of their particular situation. Inclusion of the Headquarters compound in this program will magnify, many times over, the administrative burden of collecting fees and will project much more vividly the inherent weaknesses in the existing manual system. The Office of Finance has submitted a work order to the Office of Data Processing to explore ways of computerizing this program. Computerization offers the only viable approach for the effective management of this program, and managerial emphasis is needed to initiate its development. To that end, we plan to meet shortly with representatives of the Office of Finance to jointly develop a plan for the management of the Paid-Parking Program.

[Redacted Signature]

James H. McDonald

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